

## DETAILED INSPECTION CHECKLIST

| FA SC STMT | TEXT   |
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| 968        | <p>MARINE CORPS UNIT, PERSONAL AND FAMILY READINESS PROGRAM</p> <p>Functional Area Manager: MFZ-2</p> <p>Points of Contact: Ms. Leah Prouty<br/>(DSN) 278-0296 (COML) 703-432-9116</p> <p>E-mail: <a href="mailto:leah.prouty@usmc.mil">leah.prouty@usmc.mil</a></p> <p>Date Last Reviewed: 26 August 2015</p> |
| 968 01     | ADMINISTRATIVE   |
| 968 01 001 | <p>Does the Commander establish and maintain a Unit, Personal and Family Readiness Program (UPFRP) in accordance with MCO 1754.9A?</p> <p>Reference</p> <p>MCO 1754.9A, chap 2, par 3a(1)</p>  |
| 968 01 002 | <p>Did the Commander publish a UPFRP policy statement within 60 days of assuming command?</p> <p>Reference</p> <p>MCO 1754.9A, chap 2, par 3a(2)</p>   |
| 968 01 003 | <p>Has the Commander hired or maintained employment of a full time civilian Family Readiness Officer (FRO) or Collateral Duty FRO in the rank of E-6 or above?</p> <p>Reference</p> <p>MCO 1754.9A, chap 2, par 2.6</p>  |
| 968 01 004 | <p>Is the FRO identified as a Special Staff Officer?</p> <p>Reference</p> <p>MCO 1754.9A, chap 2, par 2a(10)</p>   |
| 968 01 005 | <p>Does the FRO utilize the Authorized Organizational Communication Tool (AOCT) at least every 30 days to communicate messages from the Commander?</p> <p>Reference</p> <p>MCO 1754.9A, chap 2, par 2a(23)</p>   |
| 968 01 006 | <p>Has the Commander developed a crisis policy to disseminate information to Marines, spouses and designated parents/extended family members?</p> <p>Reference</p> <p>MCO 1754.9A, chap 2, par 2a(24)</p>  |

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- 968 01 007      Are the CO/XO and SgtMaj/SEA present at UPFRP events?  
Reference  
MCO 1754.9A, chap 2, par 2b(4)
- 968 01 008      Does the FRO coordinate UPFRP training requests with the  
supporting Marine Corps Family Team Building (MCFTB)?  
Reference  
MCO 1754.9A, chap 3, par 2n
- 968 01 009      Has the FRO developed and maintained a turnover binder?  
Reference  
MCO 1754.9A, chap 3, par 2z
- 968 01 010      Does the HHQ FRO serve as an assistance resource for  
subordinate FROs and serve as support for unit Marines and  
families if there is no subordinate FRO?  
Reference  
MCO 1754.9A, chap 3, par 8
- 968 01 011      Does the FRO obtain the Authorization form (Appendix A, which  
includes the Privacy Act release) prior to adding a family member's  
email address to the unit's contact email roster?  
Reference  
MCO 1754.9A, chap 4, par 6a
- 968 01 012      Has the command ensured that the FRO is not responsible for any  
portion (development, maintenance, changes, etc) of the Family  
Care Plan?  
Reference  
MCO 1754.9A, chap 3, par 2z
- 968 01 013      If the CO/SgtMaj/SEA's spouse is conducting a social event, are  
the social rosters obtained through the appropriate chain of  
command?  
Reference  
MCO 1754.9A, chap 5, par 2j
- 968 01 014      Have appointed volunteers completed a Volunteer Agreement  
Form? (DD Form 2793)  
Reference  
MCO 1754.9A, chap 5, par 4a

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- 968 01 015 If continuing in an appointed volunteer role, has the Commander re-appointed the volunteer in writing on an annual basis?  
Reference  
MCO 1754.9A, chap 5, par 4b(c)
- 968 01 016 If sending UPFRP related emails, does the appointed volunteer include a signature block with the required information?  
Reference  
MCO 1754.9A, chap 5, par 4b(10)c and 6
- 968 01 017 When there is a change in Command, has the incoming Commander reissued appointment letters after meeting with and approving appointed volunteers?  
Reference  
MCO 1754.9A, chap 5, par 8b(3)
- 968 01 018 Upon selection of appointed volunteers, does the FRO complete the requisite steps as outlined in this order?  
Reference  
MCO 1754.9A, chap 5, par 8b(3) and a-c
- 968 02 TRAINING
- 968 02 001 Did all required command team members attend MCFTB facilitated Command Team Training within 30 days of the Commander assuming command?  
Reference  
MCO 1754.9A, chap 2, par 2a(2)
- 968 02 002 Has the FRO completed all required training in accordance with the reference?  
Reference  
MCO 1754.9A, chap 2, par 3c(3) and a-f
- 968 02 003 Does the Commander ensure that personal and family readiness education and training is incorporated into unit professional military education (PME) at least twice per year?  
Reference  
MCO 1754.9A, chap 2, par 2a(14)
- 968 02 004 Does the Commander ensure that Marines are informed of opportunities to participate in UPFRP training and events?  
Reference  
MCO 1754.9A, chap 2, par 2a(15)

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- 968 02 005      When transferring from one duty station to another involving a change in the MCCS agency, did the FRO attend Command Team Training and the Information and Referral portion of FRO training at the new duty station?  
Reference  
MCO 1754.9A, chap 3, par 2k
- 968 02 006      Does the FRO attend FRO refresher training, which includes updates/refresher on information and referral and local resources every three years?  
Reference  
MCO 1754.9A, chap 3, par 2k
- 968 02 007      Does the FRO maintain a record of appointed volunteers that have completed PII and OPSEC training?  
Reference  
MCO 1754.9A, chap 3, par 2y
- 968 02 008      Has the FRO completed AOCT training?  
Reference  
MCO 1754.9A, chap 4, par 3b
- 968 02 009      Are appointed volunteers, authorized to use mass email rosters/distribution lists in support of the FRO, trained in OPSEC and PII?  
Reference  
MCO 1754.9A, chap 2, par 3c(8)
- 968 02 010      When transferring from one duty station to another does the appointed volunteer attend the resource portion of Command Team Advisor/Assistant Training at the new duty station?  
Reference  
MCO 1754.9A, chap 5, par 4b(9), c and 5
- 968 02 011      Does the Family Readiness Assistant re-attend Family Readiness Assistant training every three years?  
Reference  
MCO 1754.9A, chap 2, par 2a(5)
- 968 03      PROGRAM
- 968 03 001      Does the Commander conduct a monthly Command Team meeting to address family readiness issues?  
Reference  
MCO 1754.9A, chap 2, par 2a(5)

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- 968 03 002 Does the Commander receive a brief from the installation MCCS representative or sister service equivalent within 60 days of assuming command?  
Reference  
MCO 1754.9, chap 2, par 2a(9)
- 968 03 003 Has the Commander screened, selected and appointed (or actively recruited for) volunteers for participation in the UPFRP?  
Reference  
MCO 1754.9A, chap 2, par 2a(11)
- 968 03 004 Does the Commander ensure volunteers are recognized during Volunteer Appreciation Week or at other appropriate times?  
Reference  
MCO 1754.9A, chap 2, par 2a(18)
- 968 03 005 Has the command ensured that the FRO has not deployed, been assigned as the Remain Behind Element Officer-in-Charge (RBE) or been assigned collateral duties not related to UPFRP implementation?  
Reference  
MCO 1754.9A, chap 3, par 2d
- 968 03 006 Does the FRO disseminate UPFRP orientation packets prior to check-in and conduct UPFRP screening interviews as part of the official check-in process?  
Reference  
MCO 1754.9A, chap 3, par 2d(2)
- 968 03 007 Does the FRO contact the spouse (if applicable) and any other designated family member identified on the Authorization form (Appendix A) and the AOCT within 30 days of the Marine joining the unit?  
Reference  
MCO 1754.9A, chap 3, par 2e
- 968 03 008 Does the FRO provide official communication through the AOCT to the spouse and any identified contacts in the AOCT of the unit Marines?  
Reference  
MCO 1754.9A, chap 3, par 2f
- 968 03 009 Does the FRO brief the incoming Commander?  
Reference  
MCO 1754.9A, chap 3, par 2g

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- 968 03 010 Does the FRO maintain a record of Marines designated as Individual Augments (IAs) or on Temporary Additional Duty (TAD) in Excess to the command in order to ensure support is provided?  
Reference  
MCO 1754.9A, chap 3, par 2t, 1 and 2
- 968 04 COMMUNICATION
- 968 04 001 If the unit uses a commercial networking site does it redirect users to the AOCT?  
Reference  
MCO 1754.9A, chap 2, par 2a(21)
- 968 04 002 Does the FRO provide direct coordination for the UPFRP by serving as a communication portal and demonstrating knowledge of available resources and organizations?  
Reference  
MCO 1754.9A, chap 3, par 2c
- 968 04 003 Does the FRO update the AOCT database at least every 30 days to ensure contacts receive updates and information?  
Reference  
MCO 1754.9A, chap 3, par 2o
- 968 04 004 Is the FRO responsible for dissemination of official and authorized communication at least monthly and no more than weekly in a manner that maintains protection of operational security and confidentiality?  
Reference  
MCO 1754.9A, chap 4, par 2 and 2a
- 968 04 005 Does the FRO ensure the Marine has updated their contact information in the AOCT and on the Authorization Form (Appendix A) within 10 days of checking into the unit?  
Reference  
MCO 1754.9A, chap 4, par 2c
- 968 04 006 Does the FRO obtain an "opt-out" form (Appendix B) for married Marines whose spouse declines to participate in the UPFRP and whose contact information is not included as a primary contact?  
Reference  
MCO 1754.9A, chap 4, par 2d

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- 968 04 007 Does the FRO maintain the AOCT in accordance with the minimum site content requirements established in AOCT training and outlined in the reference?  
Reference  
MCO 1754.9A, chap 4, par 3b and 1-7
- 968 04 008 Has the FRO identified at least one other person as a back-up AOCT site administrator?  
Reference  
MCO 1754.9A, chap 4, par 3c
- 968 05 FUNDING
- 968 05 001 Are UPFRP funds used to implement educational, recreational and social events in accordance with the unit's morale, welfare and recreation and family readiness needs?  
MCO 1754.9A, chap 6, par 2
- 968 05 002 Does the FRO receive, budget, and execute all UPFRP funds allocated to the unit in accordance with the Commander's intent unless the FRO is not assigned as the RO or ARO?  
Reference  
MCO 1754.9A, chap 3, par 2r
- 968 05 003 Is the FRO the designated point of contact and subject matter expert for Unit and Family Readiness Funds demonstrating knowledge of the UPFRP funding guidance established in the order?  
Reference  
MCO 1754.9A, chap 6, par 4
- 968 06 RESERVE SPECIFIC
- 968 06 001 Has the Reserve Component Commander appointed a collateral duty Deputy FRO in the rank of E-6 or higher for geographically separated units or detachments?  
Reference  
MCO 1754.9A, chap 7, par 2a(1)
- 968 06 002 Did all required command team members attend MCFTB facilitated Command Team Training within 120 days of Commander assuming command?  
Reference  
MCO 1754.9A, chap 7, par 2a(4)

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- 968 06 003 Do Command Team members complete the required training within the requisite time frame?  
Reference  
MCO 1754.9A, chap 7, par 2a(4)
- 968 06 004 Does the implemented Yellow Ribbon Reintegration Program meet the requirements to provide standardized education and support to reserve units/members and their families from pre-deployment to post deployment?  
Reference  
MCO 1754.9A, chap 7, par 3d
- 968 06 005 Is Information and referral support provided to all required parties regarding location, installation and community resources?  
Reference  
MCO 1754.9A, chap 7, par 3e
- 968 06 006 Are USMC resources the first level of education and support offered to reserve members, their spouses and designated parents/extended family members located less than 30 miles or 30 minutes from a Marine Corps Installation or location?  
Reference  
MCO 1754.9A, chap 7, par 3e(2)
- 968 06 007 Are all readiness and deployment support requirements and planned programming coordinated with MARFORRES MCFTB?  
Reference  
MCO 1754.9A, chap 7, par 4a